

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

**THIS IS A REANNOUNCEMENT  
PREVIOUS APPLICANTS ARE UNDER CONSIDERATION**

**OPERATIONS PROJECT MANAGER**

Role Title: Program Administration Specialist II

Position #00307

Pay Band 5, Level III - Hiring Range: \$40,959 - \$84,062

**Closing Date: November 19, 2012**

Program Operations Division. Challenging opportunity to serve as the primary project manager for the Division of Program Operations. This position serves as the project manager for multiple complex business, operational, and system development projects in support operations for Virginia Medicaid. The incumbent is responsible for assuring that quality standards, industry best practices, policy mandates, and fiscal responsibility are supported throughout the operation and a project lifecycle. Ideal candidate must have considerable knowledge of operational functions preferably in a complex governmental organization. Working knowledge of Virginia Medicaid is strongly desired. Demonstrated ability to lead high functioning teams and to facilitate, coordinate, and provide oversight in support of multiple projects simultaneously. Demonstrated ability to plan, organize, and implement, and monitor large scale and time sensitive projects. Requires ability to communicate effectively both orally and in writing. Must have demonstrated ability to prepare comprehensive project plans, professional reports, policies and procedures, decision briefs, and presentations. Must be proficient using personal computers and software utilized in successful project management. Prefer degree with major coursework in public or business administration, information technology, or a related field; PMP certification strongly desired.

**ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**